

KILLINGHALL C. OF E. PRIMARY SCHOOL

**MINUTES OF A MEETING OF THE
FULL GOVERNING BODY
HELD ON MONDAY 28th NOVEMBER 2016 AT 6 p.m.**

Core Functions of a Governing Body:

Ensuring clarity of vision, ethos and strategic direction

Holding the Headteacher to account for the educational performance of the school and its pupils,

Overseeing the financial performance of the school and making sure its money is well spent.

COMMITTEE MEMBERS: Helen Potter, Sarah Bassitt, Val Blackburn, Daniel Sutcliffe , Alison Pearce, Rebecca Morrell, Richard Stone and Elouise Foster.

PRESENT: Helen Potter, Sarah Bassitt, Val Blackburn, Daniel Sutcliffe , Alison Pearce, Rebecca Morrell, Richard Stone and Elouise Foster + Louisa Hopwood (L A Finance Officer and) Marion McCormick (Clerk).

Item	Details	Action
1.	Apologies for absence and to determine whether any absences should be consented to: All present.	
2.	To remind Governors to declare any pecuniary or non pecuniary interests: None declared.	
3.	To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection. The chair reminded the meeting of the need for confidentiality.	
4.	To approve as correct record the minutes of the meeting held on the 17th October 2016. Minutes of the meeting held on 17 th October 2016 were approved and signed. To consider any matters arising from the minutes, and for which there is no separate agenda item: No matters arising.	
5.	Notification of urgent other business: The Headteacher asked Governors to confirm attendance at the school Christmas Lunch.	
6.	Updated Budget Report: Implications going forward: Louisa Hopwood was welcomed to the meeting and Governors were told that school has opted into a full bursar service from the LA until the Office Manager has developed further finance skills.. The updated Budget Monitoring Report showing the revised budget was presented to the meeting together with the three year forecast.	

Marion McCormick
LA Clerk
November 2016

Signed..... Date.....

Variances noted included PPA time, additional National Insurance costs for staff and future projected pay awards.

It was noted that there is an in-year deficit projected of £21,600, but given a brought forward figure of £55,500 the actual projected carry forward figure is now £33,900. Governors agreed that this is a good position to be in.

The meeting was told that the recent census (done in October 2016) will provide the figures to support the 2017 – 2018 budget for school. The current roll number is now 112 – an increase of 10 from the census that the current budget comes from.

The Bursar informed Governors that because income has levelled and expenses have risen school will be in a tight situation generally. This is the case throughout North Yorkshire local authority. School is advised to continue to be prudent with spending, and to continue to obtain best value with purchases and resources.

There is a projected carry forward of £4,500 in 2017 – 2018, dropping to a projected deficit of £26,900 in 2018 – 2019. However it was noted that with a three year forecast it is often difficult to be precise at this point, and many changes will be in place before then.

It was also noted that the numbers the projection is based on does not take account of the expansion of the school.

HT Observation: The Headteacher observed that school will benefit from the residential building being undertaken in the village and this will alter the roll numbers going forward considerably. There are already 25 possible pupil places for Reception in September 2017 plus extra pupils across other years.

Governor Challenge: A Governor asked what the expected roll number would look like and the Headteacher said that the total is expected to be 118 – 120. There will be a time lag for additional funding to be received, but certain income would start immediately e.g. Universal Free School Meals. The Headteacher also explained that there would be possible re-structuring of classes which would release places for pupils further up the school.

Governors agreed the revised budget. **AGREED**

Benchmarking:

The Bursar showed Governors a presentation of benchmarking figures using twelve other similar sized schools (100 – 115 pupils) for comparison. All areas were discussed and analysed and Governors agreed that Killinghall School is set in the correct range for all areas. It was agreed that this is a good exercise to do in order to confirm that Governors are making the best decisions for school in all areas.

AGREED

Governors agreed that this data could be used again when making future decisions. The Bursar informed the meeting that future formula funding has not been set and is currently under discussion by the

	<p>Government. Governors agreed to monitor the budget closely in the future. With major changes ahead in school re. new building, it was agreed that a contingency is always needed, as funding is set in October for the coming financial year and therefore there is always a time-lag. AGREED Governor Challenge: A Governor asked if further funding could be triggered by a large increase in roll numbers and the meeting was told that there is a “cash advance” system, but this would have to be repaid in instalments. There is a possibility that some funding could be triggered immediately if there was a large intake, but not in smaller intakes.</p> <p>The Headteacher told Governors that there would be a lump sum to resource new classrooms re. expansion.</p> <p>It was agreed that school is in a good position financial. Thanks were offered to the Bursar and she left the meeting at 6.25 p.m.</p>	
7.	<p>Premises and Health/Safety Report. Current position re housing development. VB went through her report which included the following:</p> <ul style="list-style-type: none"> ▪ There has been a visit by the H/S representative from the LA. The new school administrator is completing training and it has been agreed that she will liaise with VB on any H/S issues in school. ▪ An exterior railing on the pavement on Crag Lane was destroyed recently, and a temporary rail is in position. ▪ There is an issue with parking on the pavement on Otley Road and VB has taken this up with the Police. It was noted that a PC has been present recently to assess the situation re. safety of pupils. ▪ There has been a workshop on e-safety recently and a report will be submitted by VB who attended along with parents. ▪ During a recent building check it was noted that there are some minor issues re cabling. Staff are also requested to keep store cupboard tidy and floors clear. <p>Housing Development – The meeting was told that there is a travel plan being prepared through the Highways Department re. possible site of a crossing on Otley Road.</p>	
8.	<p>Child Protection Training/Safeguarding updates Updated training – PREVENT, CP training, Restrictive Physical Intervention, Crisis Curves, First Aid and Educational Visits: It was noted that all staff (including new staff) and Governors are up to date with training. Governors were asked to ensure that PREVENT and Chd Protection training certificates were handed in to school please.</p> <p>Governors were shown a file which has been set up to store all Safeguarding documentation. Governors felt that this is a very</p>	

Marion McCormick
LA Clerk
November 2016

Signed..... Date.....

	<p>comprehensive way of keeping documentation for evidence.</p> <p>It was confirmed that Managing Children’s Behaviour and Restrictive Physical Intervention staff training are both up to date. DBS clearance is complete and all records are kept on the Single Central Record. (This includes parent helpers and volunteers in school). The Headteacher confirmed that helpers without DBS are always working in sight of other staff and never alone with children An e-mail trail of evidence is in place to confirm requirements for clearance for supply staff and NYCC staff.</p> <p>The School Administrator is the Education Visit Co-ordinator and all training for this has been completed. She is also due to complete Legionella and asbestos training in January 2017.</p> <p>Governor Challenge: A Governor asked about paediatric first aid training for staff and it was confirmed that there are plenty of staff who have completed this training.</p>	
9.	<p>Headteacher’s Report, including staffing and well-being:</p> <p>Updated SEF: NYCC SIA Visit and follow up:</p> <p>The Headteacher had previously circulated her report to Governors. She informed Governors that marking and feedback have been reviewed as an action following the KS2 results in summer 2016. Governors were told that feedback includes simple stamps to support with praise, but also ideas about how to improve work and evidence progress made. It was agreed that evidence of progress needs to be monitored.</p> <p>The SEF has been updated – this is a working document.</p> <p>Governors were told that following a recent meeting with the LA school has been given a category 3 support plan, this is due to the KS2 SATs results. The LA needs to be seen to be supporting schools re. standards and there is a query whether this also might trigger an inspection.</p> <p>School has received a letter received from the Government offering congratulations on 100% success in phonics testing.</p> <p>The Headteacher has met with Andy Syers, Matt Blyton and Simon Ashby since half term and Actiona for the support plan have been agreed although not yet received in school. It was noted that NQT’s are a big concern for school re. additional support that needs to be in place for them – this is also high on the Govt agenda. This will be part of the support plan.</p> <p>HARTS has offered bespoke training to support leadership skills.</p> <p>It was noted that the building of an evidence base is vital and Governors need to know that this is a current issue but that actions are being taken. We must evidence that we are a good school despite</p>	

Marion McCormick
 LA Clerk
 November 2016

Signed..... Date.....

	<p>the KS2 results in summer 2016.</p> <p>There will be a visit in the spring term from Andy Syers and Simon Ashby - which will take the form of a “mock inspection”. Some Governors will be asked to attend and it is vital that there is evidence of Governor knowledge and challenge. Governors need to have a deep analysis of where school is now, and the action plans that are in place. Governors must ask challenging questions and gain evidence.</p> <p>Governor Challenge: A Governor asked if the support plan is generic and Governors were told that it is individual – specifically for our school. The time frame to evidence impact from the actions in place in school is tight. School is supporting two NQT’s.</p>	
10.	<p>Governors’ Action Plan:</p> <p>The meeting was told that the Chair has spent a great deal of time on this document, looking at the purpose and the outcome. She informed Governors that there needs to be a total grip on the Action Plans by Governors and strong links with subject leaders. We need to be able to show the evidence of how progress is being made.</p> <p>Governors are asked to again look at the School Subject Action Plan for their subject area please and speak to the subject leader in school. Monitoring needs to “step up” a gear and it was noted that several learning walks have taken place this year so far. Monitoring reports are in place. Governors need to look at what is being done and what impact on pupil achievement this has.</p> <p>Governors were told that only half a day notice is given re. inspection. Feedback and monitoring needs to be reviewed at each meeting – staff are doing a feed back report to show the impact of actions. These will be provided to Governors. An update completed by SB and EF will be given at each Governors meeting. The Chair will update Govs Action Plan accordingly.</p> <p>The Headteacher informed Governors that they must not assume what the Headteacher or staff tell them is correct – they must be able to show evidence to support this. AGREED</p>	
11.	<p>To deal with any matters agreed under item 6 above:</p> <p>Governors confirmed their attendance at the School Christmas Lunch to enable the Headteacher to liaise with catering staff.</p>	

There being no other business the meeting closed at 7.05 p.m.

Marion McCormick
 LA Clerk
 November 2016

Signed..... Date.....